

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Probation	(2) MEETING DATE 7/9/2013	(3) CONTACT/PHONE Chief Jim Salio, 781-1039	
(4) SUBJECT Submittal of a resolution to approve the new classification and setting of salary range of the Supervising Collection Officer and amend the Position Allocation List in Fund Center 139 - Probation to delete a vacant 1.00 FTE Collection Officer I/II position and add a 1.00 FTE Supervising Collection Officer position.			
(5) RECOMMENDED ACTION It is recommended the Board approve the new classification and setting of salary range of the Supervising Collection Officer and amend the Position Allocation List in Fund Center 139 – Probation to delete a vacant 1.00 FTE Collection Officer I/II position and add a 1.00 FTE Supervising Collection Officer position.			
(6) FUNDING SOURCE(S) General Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$7,994.00	(8) ANNUAL FINANCIAL IMPACT \$12,145.81	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Probation / Chief Jim Salio, 781-1039

DATE: 7/9/2013

SUBJECT: Submittal of a resolution to approve the new classification and setting of salary range of the Supervising Collection Officer and amend the Position Allocation List in Fund Center 139 - Probation to delete a vacant 1.00 FTE Collection Officer I/II position and add a 1.00 FTE Supervising Collection Officer position

RECOMMENDATION

It is recommended the Board approve the new classification and setting of salary range of the Supervising Collection Officer and amend the Position Allocation List in Fund Center 139 – Probation to delete a vacant 1.00 FTE Collection Officer I/II position and add a 1.00 FTE Supervising Collection Officer position.

DISCUSSION

BACKGROUND AND HISTORY

During the past 15 years, the Probation Department's Collection Unit has grown from two employees to 13 employees collecting court ordered restitution, fines and fees, along with collecting other agency's court ordered debt. As the collection unit grew in size and caseload, the staff was supervised by a Supervising Deputy Probation Officer. Later, the supervision was transferred to an Administrative Services Officer (ASO) position to supervise the collection unit staff. When the Collection Unit Supervisor retired, the Department deleted the ASO position allocation from the Department's Probation Allocation List. The supervision assignment was again assigned to a Supervising Deputy Probation Officer. That position allocation was later moved to another division within the Probation Department due to the increase in staff as a result of the 2011 Public Safety Realignment legislation (AB 109) passed by the State.

Since Fiscal Year 2011-12, the Probation Department's Collection Unit has not had a direct supervisor supervising the Department's Collection Unit's 13 line staff. Instead, staff have reported directly to the Support Division's Chief Deputy Probation Officer. Along with supervising the 13 collection unit line staff, the Support Division Chief Deputy Probation Officer (CDPO) directly supervises three supervisors and is the Department's Capital Improvement Project CDPO, along with overseeing the Support Division's five units. This CDPO is extensively involved in overseeing the replacement of the Department's collection case management system and the expansion of the County's Juvenile Hall project. Collection staff are presently being inadequately supervised.

The Probation Department requested the assistance of the Human Resources (HR) Department in determining the best classification to provide supervision for the collections unit. HR determined a new classification was the appropriate solution and began work on the classification. On March 27, 2013 the Civil Service Commission approved the creation of the new Supervising Collections Officer I/II. The new classification will be part of the San Luis Obispo Employees Association (SLOCEA) Supervisory Bargaining Unit.

Adding a Supervising Collection Officer position is a cost efficient/effective and appropriate use of resources that will allow the Department to meet ongoing supervision needs of the Department's Collection Unit, enhance the efficiency of training collection unit staff, effectively supervise the work flow of collection unit staff, and ensure staff are meeting the collection of money goals of the Department.

OTHER AGENCY INVOLVEMENT/IMPACT

The Human Resources Department developed the new classification has reviewed the proposed change to the Position Allocation List as to the appropriateness and level of the requested classification. The Civil Service has approved the creation of the new classification and its salary range.

FINANCIAL CONSIDERATIONS

The requested 1.00 FTE Supervising Collection Officer position will have an annual cost to the Department of approximately \$93,062.12. However, in the first year, there will only be a net impact of approximately \$7,994.12. It is anticipated that the Supervising Collection Officer position will be filled by a more experienced, senior level Collection Officer II. In future years the increased cost of the Supervising Collection Officer position will be offset by increased revenue from the comprehensive Collections Program (CCP) and a reallocation of state and federal funding. The Probation Department will absorb the additional salary and benefit expense within its adopted FY 2013-14 budget, with no additional allocation of expense appropriation.

All the Collection Officer (CO) II staff that would be eligible for the promotion to the Supervising Collection Officer (SCO) classification have attained the level of Step 5. When the Collection Officer II is promoted, the person will enter the Supervising Collection Officer position at Step 4 and the position they occupied as a Collection Officer II will be eliminated.

Table 1 - Summary of budget impact converting CO II to Supv CO	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Supv CO, Step 4	\$93,062.12	\$97,212.81	\$97,212.81	\$97,212.81	\$97,212.81	\$97,212.81
(CO II, Step 5)	(\$85,067.00)	(\$85,067.00)	(\$85,067.00)	(\$85,067.00)	(\$85,067.00)	(\$85,067.00)
Expenses Increase						
Supv CO, less CO II =	\$7,994.12	\$12,145.81	\$12,145.81	\$12,145.81	\$12,145.81	\$12,145.81

RESULTS

The new Supervising Collection Officer position would assume responsibility to supervise the staff assigned to the Department's Collection Unit, assigning work to subordinate staff and completing other assigned tasks resulting in the appropriate level of supervision of staff. Adequately supervising the work of collection unit staff and providing training as needed to collection unit staff is a crucial task for the success and smooth running of the Department's Collection Unit along with staying abreast of new laws pertaining to collecting court ordered offender debt.

Through the addition of one Supervising Collection Officer position, the Department will be able to more appropriately utilize its resources by allowing the Support Division Chief Deputy Probation Officer to focus on providing supervision to four supervisors, one DPO III, overseeing the Support Division's five units and the successful completion of the Department's various Capital Improvements Projects.

ATTACHMENTS

1. Resolution amending the position allocation list and salary resolution for FY 13-14, Supervising collections Officer